

Multi-Location Setup

Practice & Locations

Practices with more than one location can add and manage additional locations from **Settings > Practice & Locations**.

The location list can be filtered and searched and shows the added dates. Select **+Add another** to set up a new location.



To manage locations, you will need **Administrator** level permissions in the **Practice Information** security Permissions.

1. Give your location a name, nickname, colour, phone number, time and address.

2. Set your new location as the default location if necessary.

3. Locations can be deactivated if they have no appointments but will result in the current working hours for the location being deleted.

Practice location

Location name *
Edoras

Location nickname *
Edoras

Select colour *
[Green]

Phone *
078765543

Email
[Empty]

Timezone *
Pacific/Auckland

HPI facility ID
[Empty]

Address *
516 Elm Street

Building/Facility name
Rohan

3456

Hamilton

New Zealand

Default location
☐ Set as the default location

Address *

516 Elm Street

Building/Facility name

Rohan

3456

Hamilton

New Zealand

Default location
☐ Set as the default location

Deactivate location

Any current working hours for this location will be deleted. Are you sure you want to deactivate this location?

[Deactivate location](#) [Cancel](#)

Appointment Book / Work Hours

1. Set up a providers working hours (**Settings > Users > Working hours**) for a location to have appointments appear available at that location.

2. The location picker will appear in the appointment book and the location colours will help to differentiate locations for bookings.

Location
Edoras

Start schedule
21/05/2025

End schedule
Never

At work
Yes

Start time
08:00 am

End time
05:00 pm

5 locations

Today

Work week

- ☒ Edoras
- ☒ Gardens of Isengard
- ☒ Hobbiton Medical
- ☐ Misty Mountains
- ☐ Rivendell
- ☒ River of Anduin

Select all

Clear

3. Next available appointments will appear for each applicable location in the appointment picker.

Locations can be selected from the dropdown.

Add patient from waiting list

View (1) notice

Request personal information Update

Send a link

Generate a QR code

Type *

Chiropractic comparative

Duration (mins) *

20

Appointment details *

Paula C
27 May 2025
3:10 pm - 3:30 pm
Rivendell
1:10 pm - 1:30 pm

Locations *

6 locations

- Rivendell
Next available appointment is 28/05/2025 at 8:00 am
- Hobbiton Medical
Next available appointment is 29/05/2025 at 8:00 am
- Edoras
Next available appointment is 29/05/2025 at 1:00 pm
- The Shire
Next available appointment is 30/05/2025 at 8:00 am

Reporting

Requests will be generated for multi-location practices in the same manner as single location practices.

Reports can be generated individually or for all locations.

Location	Amount	GST	Paid	Owing	Written off
Hobbiton Medical Location	\$16,543.65	\$2,139.77	\$7,794.76	\$7,194.25	\$1,554.64
The Shire	\$2,312.98	\$347.04	\$484.59	\$1,828.39	\$0.00
Hobbiton Medical	\$1,359.88	\$177.37	\$398.00	\$848.88	\$113.00
Gardens of Isengard	\$439.34	\$76.88	\$180.00	\$259.34	\$0.00